



**DEPARTMENT OF VETERANS AFFAIRS
Roanoke Regional Loan Center
210 Franklin Road SW
Roanoke VA 24011-2204**

e-mail: roanoke.lp-lender@vba.va.gov

How To Obtain An Agent Identification Number.

You will need to furnish the information required by Section 1.02 of the VA Lender's Handbook which explains what documents are required to establish a file with our office. The Roanoke Regional Loan Center also requires some additional information which is detailed on the enclosure. Once these documents are received, an Agent Identification Number will be issued for your company.

What If I Become An Agent For Another Sponsoring Lender?

If you become an Agent for more than one lender, you will not receive another Agent ID number. In such situations, all that is required is that you provide a copy of the letter issued by the Department of Veterans Affairs, showing your company has been previously approved as an Agent for another company. On the letter, please annotate your current VA Agent ID number. When received, we will update the nationwide database to include your new sponsor/agent relationship.

What If I Already Have VA Loan Applications Pending And Need Case Numbers?

If you currently have pending VA loan applications, contact your sponsoring lender and request assistance in obtaining case number assignments. Please be aware that sponsoring lenders do have the right to deny agents the use of their identification number. Processing of such requests are taken on a first-come first-serve basis without exception.

What Is The Jurisdiction Of The Roanoke Regional Loan Center?

The Roanoke Regional Loan Center has jurisdiction over the states of Virginia, West Virginia, Maryland, and Kentucky as well as the District of Columbia.

If You Have Additional Questions

If you have questions concerning the registration process or about any of the information being requested, you may contact us at 1-800-933-5499 and speak with **Debbie Hardison, ext. 3146 or Nancy Adams, ext. 3153**, between the hours of 8:00 a.m. and 4:30 p.m., or by e-mail at the above address.

Again, we look forward to your participation in the VA Home Loan Program in our area.

Sincerely yours,
<whenfaxed>

JOHN K. DIETRICH
Loan Production Officer

Enclosures(2)

Requirements For File Establishment

Reference: VA Lender's Handbook, Section 1.02

Send Information to VA

This paragraph applies to ALL lenders (supervised, nonsupervised automatic, and nonsupervised prior approval).

For **first-time VA lenders**, or lenders who have not made VA loans for several years, send the following information to the VA office with jurisdiction over the lender's home office:

- **Specimen signatures** of all officers, underwriters, or other personnel authorized to sign documents related to VA-guaranteed loan activities
- VA Form 26-8812, **VA Equal Opportunity Lender Certification**
- A letter identifying:
 - The lender's corporate address
 - The lender's owners
 - Any lending personnel or officers that VA or HUD ever debarred or took other adverse action against
- A list of all the lender's **branch offices** that are involved in VA mortgage lending

In addition, VA may at its discretion:

- Order a credit report on a lender
- Interview principal officers

<p style="text-align: center;">Additional Requirements For File Establishment At The Roanoke Regional Loan Center</p>
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- A copy of the letter from the Department of Veterans Affairs which approved your relationship with your sponsoring lender. If you do not have a copy of this letter, you must contact your sponsor and ask them to provide you with a copy.
- Federal Tax Identification Number
- Phone & fax number(s) for all offices provided
- Sample signatures for all employees signing VA loan-related documentation
- Point of contact for each office location
- Email address for each office (if available)
- Internet website address for the company (if available)
- List showing names of the company's officers and their job titles
- Copies of your business license(s)

Return The Documents By Mail To:

**DEPARTMENT OF VETERANS AFFAIRS
Roanoke Regional Loan Center
Attn: Lender Processing (264)
210 Franklin Road SW
Roanoke, VA 24011**

or, by facsimile

To Fax The Information:

- **Dial 1-888-891-6910**
 - **Press the pause/delay button (3) times**
 - **Enter 6411**
- Press START or SEND button on your fax machine**